



ARIZONA DEPARTMENT OF ECONOMIC SECURITY

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Janet Napolitano
Governor

William Bell
Acting Director

May 28, 2003

WIA GUIDANCE LETTER #06-03

**THIS GUIDANCE LETTER SUPERSEDES WORKFORCE INFORMATION MEMO (WIM)
#09-02 DATED 06/25/02**

SUBJECT: NAICS Codes

REFERENCES: Federal Register Vol. 66, No. 10.

BACKGROUND: In the Federal Register dated January 16, 2001 (Volume 66, Number 10), the Office of Management and Budget (OMB) announced its final decision to adopt the North American Industry Classification System (NAICS) revisions for 2002. This classification system was developed to replace the Standard Industry Codes (SIC) with a more comprehensive industry classification system that reflects our Nation's changing economy.

To ensure consistency among One-Stop partner programs for federal reporting purposes, Arizona is adopting the NAICS Codes for WIA reporting [see enclosure]. We are requiring only the use of the *first* three-digits of the six-digit codes. Use these codes to complete the:

- (1) *previous employment information* (Boxes #60 and #65) on the JT-001 (WIA Application for Registration) form;
- (2) *job industry code* (Box #25) on the JT-003 (WIA Client Transaction Notice) form;
- (3) *industry code* (Box #26) on the JT-017 (Status at Exit) form; and
- (4) *industry code* (Box #37) on the JT-034 (Post-Exit Status) form.

ACTION REQUIRED: Widely distribute the enclosed NAICS Codes list to appropriate staff for use in completing the WIA eligibility process. All Local Workforce Investment Areas shall use only the attached NAICS Codes effective July 1, 2003. Future versions of the Participant Tracking System will only permit use of the three-digit codes.

Additional copies of the attached list can be found on the Workforce Development Administration website under the "Related Links" at: <http://www.de.state.az.us/wia/pdf/2002%20NAICS%20Codes.pdf>.

Please contact your QA Liaison at (602) 542-3957 with any questions.

Sincerely,

David R. Ellis
Program Administrator (Interim)
Workforce Development Administration

DRE:MAD:ggEnclosure

2002 NAICS Codes

Code	Title	Code	Title
	<u>Agriculture, Forestry, Fishing, Hunting</u>		<u>Transportation and Warehousing (Cont'd)</u>
111	Crop Production	487	Scenic, Sightseeing Transportation
112	Animal Production	488	Support Activities for Transportation
113	Forestry and Logging	491	Postal Service
114	Fishing, Hunting and Trapping	492	Couriers and Messengers
115	Support Activities-Agriculture, Forestry	493	Warehousing and Storage
	<u>Mining</u>		<u>Information</u>
211	Oil and Gas Extraction	511	Publishing Industries
212	Mining (except Oil and Gas)	512	Motion Picture, Sound Recording Industries
213	Support Activities for Mining	513	Broadcasting and Telecommunications
	<u>Utilities</u>	514	Information Services, Data Processing Services
221	Utilities		<u>Finance and Insurance</u>
	<u>Construction</u>	521	Monetary Authorities-Central Bank
233	Building, Developing, General Contracting	522	Credit Intermediation and Related Activities
234	Heavy Construction	523	Securities, Commodity Contracts, Other Financial Investing
235	Special Trade Contractors	524	Insurance Carriers and Related Activities
	<u>Manufacturing</u>	525	Funds, Trusts, Other Financial Vehicles
311	Food Manufacturing		<u>Real Estate and Rental and Leasing</u>
312	Beverages, Tobacco Product Manufacturing	531	Real Estate
313	Textile Mills	532	Rental and Leasing Services
314	Textile Product Mills	533	Lessors of Non-financial Intangible Assets
315	Apparel Manufacturing		<u>Professional, Scientific and Technical Services</u>
316	Leather, Allied Product Manufacturing	541	Professional, Scientific and Technical Services
321	Wood Product Manufacturing		<u>Management of Companies and Enterprises</u>
322	Paper Manufacturing	551	Management of Companies and Enterprises
323	Printing and Related Support Activities		<u>Administrative/Support and Waste Management Services</u>
324	Petroleum, Coal Products Manufacturing	561	Administrative and Support Services
325	Chemical Manufacturing	562	Waste Management and Remediation Services
326	Plastics, Rubber Products Manufacturing		<u>Education Services</u>
327	Nonmetallic Mineral Product Manufacturing	611	Education Services
331	Primary Metal Manufacturing		<u>Health Care and Social Assistance</u>
332	Fabricated Metal Product Manufacturing	621	Ambulatory Health Care Services
333	Machinery Manufacturing	622	Hospitals
334	Computer, Electronic, Appliance, Component Manufacturing	623	Nursing and Residential Care Facilities
335	Electrical Equipment Manufacturing	624	Social Assistance
336	Transportation Equipment Manufacturing		<u>Arts, Entertainment and Recreation</u>
336	Furniture and Related Product Manufacturing	711	Performance Art, Spectator Sports, Related Industries
339	Miscellaneous Manufacturing	712	Museums, Historical Sites, Similar Institutions
	<u>Wholesale Trade</u>	713	Amusement, Gambling, Recreation Industries
421	Wholesale Trade, Durable Goods		<u>Accommodation and Food Services</u>
422	Wholesale Trades, Nondurable Goods	721	Accommodations
	<u>Retail Trade</u>	722	Food Services and Drinking Places
441	Motor Vehicle and Parts Dealer		<u>Other Services (except Public Administration)</u>
442	Furniture, Home Furnishings Stores	811	Repair and Maintenance
443	Electronic, Appliance Stores	812	Personal and Laundry Services
444	Building Material, Garden Equipment, Supplies Dealers	813	Religious, Grantmaking, Civic, Professional, and Similar
445	Food, Beverage Stores	814	Private Households
446	Health, Personal Care Stores		<u>Public Administration</u>
447	Gasoline Stations	921	Executive, Legislative, and Other General Government Support
448	Clothing, Clothing Accessories Stores	922	Justice, Public Order and Safety Activities
451	Sporting Goods, Hobby, Book, Music Stores	923	Administration of Human Resource Programs
452	General merchandise Stores	924	Administration of Environmental Quality Programs
453	Miscellaneous Store Retailers	925	Administration of Housing Programs, Urban Planning
454	Non-store Retailers	926	Administration of Economic Programs
	<u>Transportation and Warehousing</u>	927	Space Research and Technology
481	Air Transportation	928	National Security and International Affairs
482	Rail Transportation		
483	Water Transportation		
484	Truck Transportation		
485	Transit, Ground Passenger Transportation		
486	Pipeline Transportation		